The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies, and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

**General Information**

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Eswatini</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>24 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Mbabane [SWZ]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td>Assignment with family</td>
</tr>
</tbody>
</table>

**Living Conditions**

The living conditions in Eswatini are generally good. The country is landlocked and borders South Africa and Mozambique. Mbabane is the country’s administrative capital and is located closely to the border with South Africa in a mountainous region, thus offering a temperate climate. It offers good living conditions with access to different types of facilities. Infrastructure, roads, utilities, telecommunications – are generally good, but costs can be higher than neighbouring South Africa. The country offers health providers...
of different sectors, but any more serious conditions are referred to South Africa for treatment. Eswatini has one of the highest HIV infection rates, where one in three adults is HIV positive.

Eswatini is a security phase 1 country, with Mbabane classified as an A duty station. The country’s security situation is generally stable. However, like any other big city, opportunistic crime including housebreaking, rape and general street crimes is common in Mbabane and in the country. Occasionally, violent and disruptive protests and demonstrations are experienced in Mbabane, Manzini, deliver public health outcomes and other major cities. All staff to follow recommendations by the UNDSS, who advices all new staff upon arrival.

External Relations Officer

The new focus of our work will be at the country level where we aim to reach the triple billion goal of 1 billion more people covered, 1 billion more protected and 1 billion more healthier populations. In this regard, the UN Volunteers can work at the Regional Office based in the Republic of Congo, Brazzaville or in any of our 47 country offices.

The areas of work that can be covered include: communicable and non-communicable diseases, healthier populations, health systems and information, emergency preparedness and response, data collection and management, family and reproductive health, programme support and administration.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of Head of the WHO Country Office or the External Relations & Partnership lead or his/her designated mandated representative(s), the UN Volunteer will:

- Mapping of top donors the programme areas to which they provide funding
- Research on donors and maintain extensive data on governmental, foundations and corporate donors and potential donors up to date
- To assist technical staff to format and submit proposals and reports that meet donor requirements
- Arrange visits from and meetings with donors, including briefing notes.
- Assist in response to calls for proposals by major donors
- Assist in the preparation of external relation trainings
- Assist in maintaining and develop partnerships with external stakeholders
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment
reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application.Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers-Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

As an active World Health Organization team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the World Health Organization and its beneficiaries in the accomplishment of her/his functions, including:

- Contribute to the building and manages close working relationships with key stakeholders
- Contribute to the Partnership intelligence gathering and sharing
- Contribute to the proposal development and ensuring high quality reports to donors
- Contribute to the training of country offices to strengthen external relations and partnerships within and beyond respective countries

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level  Bachelor degree or equivalent

Education - Additional Comments

First level university degree in public health, business administration, management, communications, international relations or a related field

Required experience  36 months

Experience Remark

- At least 3 - 5 years of professional work experience at the national and/or international level experience in grant management, donor funding, proposal development, and resource mobilization

- Desirable: Accuracy and professionalism in document production and editing; Experience in WHO or other UN organizations would be an asset.

- Skills: Excellent excel and power point skills; good management, communications, resource utilization
mobilization, public relations and interpersonal skills. Excellent oral and written skills; excellent drafting, formulation, reporting skills; Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; ability to work with tight deadlines;

Language
- English (Mandatory) , Level - Fluent
- AND - Siswati (Mandatory) , Level - Fluent

Area of Expertise
- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement
- Need Driving Licence : No

Competencies & Values
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.
Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration and official processes;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code  SWZR000006-6555

Application procedure

* Not yet registered in the UNV Talent Pool? First register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on
the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

*Already registered in the UNV Talent Pool? First update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

FOR National UN Volunteer assignments ONLY This is a national UN Volunteer assignment, therefore only nationals of Sao Tome and Principe and legal residents in Sao Tome and Principe with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don’t forget to tick the yes box for: “I am interested in serving as a volunteer in my own country.” This assignment is in the framework of the Africa Women Health Champions to improve health and gender equality initiative. Female candidates are strongly encouraged to apply.

Application deadline: 26-03-2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/U1daUjAwMDAwNg==

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.